

Request for a Long-Term Substitute

Long-Term Substitute requests may only be submitted by the Pre-K Project Director.
**If the substitute meets Lead Teacher credential requirements, do not use this form,
 use the Teacher Notification Form (Appendix O).**

*Directors should review section 11.5 of the current Pre-K Providers' Operating Guidelines for Long-Term Substitute requirements before submitting this request. You will receive written notification of the final determination. **Long-Term substitutes will be paid at the Insufficient Credential rate.***

PRINT CLEARLY

Project Director: _____ PANDA Class ID: _____

Legal Name: _____ dba: _____

Site Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Phone Number: _____ Fax: _____ E-mail: _____.

Long-Term Substitute's Name	Social Security #	Credential Level (Use Appendix O if qualifying credential)	Start Date	PDR #

Existing Lead Teacher's Name	Social Security #	Reason for Leave	Leave Start date	PDR #

A Long-Term Substitute is being requested for the program because:

Long-Substitute Requests should be submitted to the program's Pre-K Consultant. Consultants will send completed requests to Nadine Hollis. Complete requests will be evaluated within ten business days of receipt. Incomplete requests will delay the evaluating process. A copy of the completed request will be sent to the provider requesting the long-term substitute and maintained in the worker file for review.

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Office Use Only

Date Received: _____ Consultant Signature _____ Request Granted/Approved: ☐ Yes ☐ No

Additional Information / Instruction: _____